

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 02 / 26 / 18

Date of meeting 03 / 07 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Sean Scoggin, Grants and Projects Administrator

Address: 1123 Lake St, Sandpoint, ID

Phone number and email address: (208) 255-7548

Authorized by: Jennifer Stapleton

name of City official



City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Ella Ave overlay project grant agreement authorization

Summary of what is being requested: The City of Sandpoint has been awarded a grant through the Local Highway Technical Assistance Council to fund the Ella Ave overlay project. Once bid documents and grant agreement are approved and sent to LHTAC the funds will be released to the City.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ ☐
Yes or No
If yes, in what way? This grant does not require matching funds, and all grant funds will be issued once agreement and bid documents are sent to LHTAC.

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

3. Is there a need for a general public information or public involvement plan? **Yes or No**
If yes, please specify and suggest a method to accomplish the plan: ☐ ☒

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**
☐ ☒ ☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No**
☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: February 26, 2018

TO: MAYOR AND CITY COUNCIL

FROM: Sean Scoggin

SUBJECT: Ella Ave overlay project grant agreement

DESCRIPTION/BACKGROUND:

The City of Sandpoint has been awarded a grant to fund an overlay project on N. Ella, from Pine to Chestnut. This project scope entails complete asphalt removal and replacement of an estimated 71,840 Square Yards of existing street surface. Included in this scope is the addition of gravel, grading & compaction, and adjustments to existing utility covers. Prior to replacing the asphalt improvements to six stormwater catch basins, one stormwater manhole, and a stormwater pipe will be made. Additionally, nearly 400 lineal feet of curb will be installed in order to facilitate better drainage and extend the life of the new asphalt. Finally, 11 ADA sidewalk ramps with truncated dome panels will be installed creating safer pedestrian mobility along the route.

Once this agreement and project bid documents are approved by Council, City staff will submit those documents to the Local Highway Technical Assistance Council (LHTAC) for approval. LHTAC will then issue the funds to the City. Per the grant agreement, this project must be completed no later than December 3, 2018.

This grant will be managed by the City's Grants and Project Administrator and the project will be managed by the Right-of-Way Inspector.

The Surplus Eliminator Program was established by House Bill 312 (H312) during the 2015 Legislative session. The law states that at the end of the year, remaining funds will be split between the rainy-day fund and the Surplus Eliminator program for state transportation projects administered by the Idaho Transportation Department (ITO). During the 2017 Legislative session, Idaho Law makers voted to continue the Surplus Eliminator program through Senate Bill 1206 (S 1206), however now the money is shared 60% to the state system and 40% to the local system for the next two years. For 2018, the total local share of the Surplus Eliminator fund is approximately \$11 M (a portion of which goes toward the Joint Children Pedestrian Safety Program). LHT AC will administer the local share through a Local Strategic Initiatives Program. *Per the law, eligible projects must be related to maintenance, and address safety and mobility.*

STAFF RECOMMENDATION:

City staff recommends Council approval

ACTION:

Council approval

WILL THERE BE ANY FINANCIAL IMPACT?

Yes. There is not a match requirement associated with these funds. Therefore, this grant will allow the City to conduct this project at no cost to the City.

HAS THIS ITEM BEEN BUDGETED?

Yes, this grant has been budgeted for in undesignated grant revenues and expenses.

ATTACHMENTS:

Agreement

No: 17-82
Date: December 6, 2017

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: RESOLUTION IN SUPPORT OF THE LOCAL STRATEGIC INITIATIVES
PROGRAM GRANT APPLICATION**

WHEREAS: The Local Highway Technical Assistance Council (LHTAC) is offering a Local Strategic Initiatives Program grant opportunity with a maximum grant award in the amount of \$1,000,000 with no match required for projects related to maintenance, and address safety and mobility;

WHEREAS: City Administration desires to pursue a grant in order to fund new overlay on North Ella Avenue, from Pine Street to Chestnut Street;


WHEREAS: The overlay will increase the safety and mobility of multimodal transportation along North Ella Avenue, which is listed as a Rural Major Collector and a major access route to the Litehouse manufacturing facility;

THEREFORE, BE IT RESOLVED THAT: City Council supports this project and hereby directs City staff to apply for this grant, with the understanding that there is no local match required.

BE IT FURTHER RESOLVED THAT: The Mayor or the City Administrator is hereby authorized to sign any and all documents necessary to apply for this funding.


Shelby Rognstad, Mayor

ATTEST:


Maree Peck, City Clerk

City Council Members:

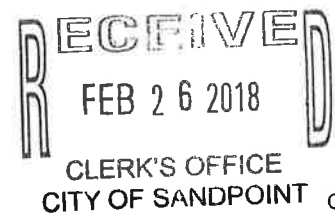
	YES	NO	ABSTAIN	ABSENT
1. Eddy	X			
2. Aitken	X			
3. Williamson Motion	X			
4. Camp	X			
5. Ruehle Second	X			
6. Snedden	X			

**Local Highway Technical
Assistance Council**

3330 Grace Street
Boise, Idaho 83703

Phone 208.344.0565
Fax 208.344.0789
Toll Free 1.800.259.6841

www.lhtac.org



Mark Rekow
Chairman

Diana Thomas
Vice Chairman

Gilbert Hofmeister
Secretary/Treasurer

Jeff R. Miles, PE
Administrator

February 21, 2018

City of Sandpoint
1123 Lake St
Sandpoint, ID 83864-1714

RE: Local Strategic Initiatives FY 2018 Grant

Dear Sir or Madam,

Congratulations! Your application for a FY 2018 Local Strategic Initiatives (LSI) grant has been approved for funding by the Local Highway Technical Assistance Council (LHTAC).

Complete the enclosed attached agreement and return to LHTAC at your earliest convenience. Once an acceptable bid set and executed agreement is received, funds will be issued to your Jurisdiction.

Any funds received shall be used for contracting out to private enterprise for the work or project to be accomplished. You also must comply with Idaho Code Sec. 67-2309, 67-2320, 67-2803 to 67-2808 and Title 54, Chapter 19. Funds cannot be used for wages, work completed prior to award or equipment purchases/reimbursement.

Recipients will be required to notify LHTAC in the event that project expenditures require modification and/or differ from that shown on the approved application. The Project Closeout Form (PCF), available at www.lhtac.org including before/after photos are due at the end of the project by December 3, 2018. Jurisdictions who do not submit PCF documents or have an extension granted by LHTAC, will be required to repay funds. They will also be ineligible to apply for future funds until all documentation has been submitted.

LHTAC has a responsibility to report to the Legislature and evaluate the LSI program. The local jurisdiction must adhere to the following requirements:

- 1) Recipients will be required to provide documents on project expenditures.
- 2) Recipients will be required to provide before and after digital photos.
- 3) Recipients may be requested to provide on-site project review with LHTAC staff.

Any excess funds that cannot be used on eligible expenses must be returned to LHTAC for the LSI program.

If you have any questions, please contact Laila Kral (lkral@lhtac.org).

Sincerely,


Jeff Miles, PE
LHTAC Administrator

Council Members

Association of Idaho Cities
Mayor Mac Pooler
City of Kellogg

Mayor Robert Berlin
City of Roberts

Mayor Diana Thomas
City of Weiser

Idaho Association of Highway Districts
Commissioner Neal Gier
Buhl Highway District

Commissioner Terry Werner
Post Falls Highway District

Commissioner Gilbert Hofmeister
Power County Highway District

Idaho Association of Counties
Commissioner Don Ebert
Clearwater County

Commissioner Mark Rekow
Gem County

Commissioner Todd Smith
Madison County

Ex-Officio Members
Jessica Harrison, Executive Director
Association of Idaho Cities

Nick Veldhouse, Executive Director
Idaho Association of Highway Districts

Seth Grigg, Executive Director
Idaho Association of Counties

No: 18-
Date: March 7, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: 2018 LOCAL STRATEGIC INITIATIVES PROGRAM NORTH ELLA
OVERLAY LHTAC/LOCAL AGREEMENT**

WHEREAS: Sandpoint City Council authorized applying for the Local Strategic Initiatives Program Grant via Resolution No. 17-82 in order to fund a new overlay project on North Ella Avenue, from Pine Street to Chestnut Street;

WHEREAS: The City of Sandpoint has been awarded the grant to fund the overlay project with scope of work including replacement of street surface, adjustments to existing utility covers, storm water improvements, installation of curbs and installation of ADA sidewalk ramps; and

WHEREAS: The State is providing funds for this project in the amount of \$546,732 with no City match required.

THEREFORE, BE IT RESOLVED THAT: The LHTAC/Local Agreement to complete the design and construction of the North Ella Overlay project is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor is hereby authorized to sign the LHTAC/Local Agreement, a copy of which is attached hereto and made a part hereof by reference as if fully incorporated herein.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Ruehle
5. Aispuro
6. Darling

LHTAC/LOCAL AGREEMENT
2018 LOCAL STRATEGIC INITIATIVES PROGRAM
NORTH ELLA OVERLAY, CITY OF SANDPOINT
LSI# 18-103 (PROJECT)

PARTIES

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the **LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)**, hereafter called LHTAC, and **City of Sandpoint**, acting by and through its Board or Council (Sponsor).

PURPOSE

LHTAC is administering the Local Strategic Initiatives Program (LSI) with state funds obligated from the Idaho Legislature. This program is intended to serve the local highway jurisdictions. The Sponsor has requested to receive a grant award to complete design and construction of its roadway maintenance project. The purpose of this Agreement is to set out the terms and conditions to accomplish this Project.

Authority for this Agreement is established by Senate Bill 1206 of the 2017 legislative session.

The Parties agree as follows:

SECTION I. GENERAL

1. It is necessary for Sponsor to prepare plans and bid the project as part of this Agreement.
2. State participation in the project is in the form of a grant for the amount of \$546,732. No match is required. Scheduled funding for this project is listed in the approved LSI Program rankings, and subsequent revisions.
 - a. 10% of grant funds can be used for engineering services (design and inspection) on a roadway project.
 - b. 20% of grant funds can be used for engineering services (design and construction) on a bridge project
3. If the project is terminated prior to completion, Sponsor shall repay to LHTAC all state funds received for the project.
4. Sufficient Appropriation. It is understood and agreed that LHTAC is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate

LHTAC beyond the term of any particular appropriation of funds by the State.

SECTION II. LHTAC shall:

1. Provide the following services incidental to Project development:
 - a. Provide support to the Sponsor on project bidding, procurement processes, general questions, and other technical assistance.
 - b. Provide approved funding to Sponsor upon receipt of acceptable bid documents.
 - c. Complete final acceptance of each Project based on Sponsor documentation and physical observation.
2. Maintain all application and award records, including source documentation for all expenditures for a period of three (3) years from the date of final acceptance. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.
3. Bill Sponsor for any state funds to be repaid by Sponsor if Project is terminated prior to completion.
4. Cancel the Agreement should Sponsor not be able to award Project to a contractor by June 1, 2018 and request Sponsor to return the funds, unless a written extension has been granted by LHTAC.

SECTION III. Sponsor shall:

1. Sponsor warrants that it will repay any state funds on this project if Project is terminated prior to completion. The Sponsor also warrants that it will repay all state funds if Project is not awarded to a contractor by June 1, 2018, unless an extension has been granted by LHTAC.
2. Provide LHTAC with bid documents by April 16, 2018.
3. Provide LHTAC with a mid-project report by July 2, 2018.
4. Provide LHTAC with before and after pictures upon completion of the project.
5. Bid and award the project following state procurement rules.

6. Complete Project and provide Project Closeout Form and financial records to LHTAC by December 3, 2018.
7. Comply with all other applicable Federal and State statutes and regulations.
8. Sponsor agrees that failure to deliver any of the specified items listed above may result in the program award being rescinded.
9. Any excess funds that cannot be used on eligible expenses shall be returned to LHTAC for the LSI program.

EXECUTION

This Agreement is executed for LHTAC by its Administrator, and executed for Sponsor by its duly appointed representative, attested to by its Clerk.

LHTAC

Administrator

ATTEST:

CITY OF SANDPOINT

Clerk

Representative